



CANSFIELD
ACHIEVING EXCELLENCE TOGETHER

Charging Policy

<u>Approval Date</u>	23 rd September 2021
<u>Policy Review Date</u>	September 2023
<u>Chair of Governors</u>	
<u>Headteacher</u>	

1. General

Section 457 of the Education Act 1996 requires that every governing body of a maintained school shall determine and keep under review a policy for charges in connection with school activities and school visits. The policy also reflects the advice issued to governing bodies, school leaders, school staff and local authorities by the DFE 'Charging for School Activities' (May 2018). The policy makes the distinction between those school activities and school visits undertaken at Cansfield High School ('the school') for which the governing body is prohibited from charging and those school activities and school visits for which it is permitted to charge.

2. Prohibition of Charges

The school is prohibited from charging in respect of the following:

2.1 Admission

No charge shall be made in respect of admission to the school (paragraph 9 [n] of the Schools Admissions Code 2012). The only circumstances where this does not apply is when admission is for the purpose of:

- Part-time education suitable to the requirements of persons of any age over compulsory school age;
- Full-time education suitable to the requirements of persons who have attained the age of 19; or
- Training for members of the school workforce.

2.2 Provision of Education

All education provided during school hours is free to a student who is a registered student at the school. There are some exceptions which are:

2.2.1 Music Tuition

- Charges may be made for vocal or instrumental tuition provided either individually, or to a group of two or more students, provided that the tuition is provided at the request of the student's parent.
- The school cannot charge if the teaching is part of the national curriculum; where the tuition is part of the syllabus for a public examination for which the student is being prepared for by the school or is provided under the first access to the Key Stage 2 Instrumental and Vocal Tuition Programme.
- If the student is looked after by the Local Authority (within the meaning of Section 22(1) of the Children Act 1989) no charge may be made.

2.2.2 Education provided outside of school hours

- No charge shall be made if it is part of the national curriculum, part of the syllabus for a prescribed public examination that the student is being prepared for at the school or part of religious education.

2.3 Education provided partly during and partly outside school hours

- Where an activity takes place partly during and partly outside school hours a charge can only be made for the activity outside school hours if it is not part of the national curriculum, not part of the syllabus for a prescribed public examination that a student is being prepared for at the school and not part of religious education.
- The basis for determining whether the activity is deemed to take place either inside or outside school hours is if 50% or more of the time together with any connected school travelling time falls during school hours, so much of the education provided during that period as is provided outside school hours shall be treated as provided during school hours. In any other case so much of the education provided during that period as is provided during school hours shall be treated as provided outside school hours. School hours do not include the break in the middle of the day. 'Connected school travelling time' means time spent during school hours by the students taking part in the activity concerned in getting to or from the place where the activity takes place.

- Where any education is provided on a residential trip if the number of school sessions taken up by the trip is equal to or greater than 50% of the number of half days spent on the trip. (Half day means any period of 12 hours ending with noon or midnight on any day). It is deemed to have taken place during school hours (even if some activities take place late in the evening).

2.4 Examinations

Charges cannot be made in respect of an entry of a registered student at the school for a prescribed public examination in any syllabus for that examination for which the student has been prepared at the school. There are however some exceptions to the rule and these include: wasted fees where the governing body of the school have paid or are liable to pay a fee in respect of the entry of the student at the school for a public examination in any syllabus for that examination and the student fails without good reason to meet any examination requirement for that syllabus the school may recover the amount of the fee from the student's parent.

2.5 Incidental Charges

A parent of a student registered at a school may not be charged for or asked to supply any materials, books, instruments or other equipment for, use in connection with, the statutory education provided in school, or a syllabus for a prescribed examination for which the student has been prepared at the school.

Incidental charges may be made for the supply of any materials used in the production of an article, in the course of the education of the student, where the parent has indicated in advance of the payment that they wish the article to be owned by the student/parent.

Charges will not be made for transport provided for a registered student where the transfer is either incidental to the statutory education provided for the student at the school or is required to allow a student to meet any examination requirements for any syllabus for a prescribed public examination for which the student has been prepared at the school.

For these purposes, transport is incidental to statutory education provision if it is provided for the purpose of carrying such students to or from any part of the school premises in which education is provided or, to and from any place outside the school premises where such provision is made.

3. Permitted Charges

Charges may be made for some activities that are known as "optional extras". Optional extras are:

- Education provided outside of school time that is not:
 - o Part of the national curriculum
 - o Part of a syllabus for a prescribed public examination that the student is being prepared for at the school
 - o Part of religious education.
- Examination entry fee(s) if the registered student has not been prepared for the examination(s) at the school;
- Additional transportation costs, which are not incidental to the education provided to registered student;
- Board and lodging for a student on a residential visit;
- Music and Vocal Tuition in limited circumstances;
- The provision of facilities that can be used by the local community such as out of hours/holiday childcare, summer school and sports club.

Any charge that is raised will be payable by the parents of the student concerned and will not exceed the actual cost of providing the optional extra.

4. Voluntary Contributions

Schools may invite parents and others to make voluntary contributions, for the benefit of the school or any other school activities. However, if the activity cannot be funded without voluntary contributions the governing body and Headteacher should make this clear to parents at the outset of the fact that the activity may be cancelled if insufficient contributions are received.

The governing body or Headteacher must also make it clear to parents that there is no obligation to make any contribution. If a parent is unwilling or unable to pay, their child must still be given an equal chance to go on the visit.

The information sent to parents and schools should make it clear at the outset what the policy for allocating places on school visits will be.

5. Monitoring and Review

This policy will be reviewed at least once every three years or earlier if deemed necessary.